

U.S. Department
of Transportation

United States
Coast Guard



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United States Coast Guard

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COMDTINST 1571.11I

SEP 23 1993

COMMANDANT INSTRUCTION 1571.11I

Subj: FY94 ACTIVE DUTY FOR TRAINING (ADT) AND "A" SCHOOL COURSE
SCHEDULES

Ref: (a) FY94 Coast Guard Formal Training Schedule COMDTINST
1540.6 (Series)
(b) Coast Guard Reserve Administration and Training Manual
COMDTINST M1001.27 (Series)

1. PURPOSE. This instruction publishes resident ADT and Class "A" schools schedules. It is to be used by reservists and Reserve training managers in selecting appropriate training to meet the requirements for mobilization and augmentation.
2. ACTION. Reserve group commanders shall ensure that information contained in this instruction is available to unit members.
3. DIRECTIVES AFFECTED. COMDTINST 1571.11H is cancelled.
Reserve specific course information listed in COMDTINST M1540.6P is amended.
4. DISCUSSION. This instruction is designed for use with the Reserve Career Development Interview Form and Request for ADT Orders (CG-5529). In addition, the following items provide specific information:
 - a. As of FY93, Reserve Class "A" school assignments will be made at time of enlistment based on Personnel Allowance List (RPAL) billets. However, those RKs who have yet to complete Phase II training will be given priority over Rys and RKs who have completed Phase II by OJT.

- b. Refer to reference (a), for "C" school and DoD class convening dates. Commandant (G-RST) is liaison for obtaining quotas for these schools.

5. RESPONSIBILITIES.

- a. Commandant (G-RST) will:

- (1) Work with Commandant (G-PRF) and TRACENs to offer courses when needed.
- (2) Make decisions to hold or cancel course convenings as needed and notify districts and TRACENs as soon as possible. If less than 85% of the quotas are filled, possible cancellation of the course will be considered 90, 60, and 30 days prior to CLCVN.
- (3) Disseminate information to all district (rst)s on quota vacancies at least monthly to support or exceed our goal of an 85% overall quota utilization rate.

- b. District (rst)s shall:

- (1) Provide school quota needs to Commandant (G-RST) NLT **30 NOV annually for the next fiscal year.**
- (2) Make every effort to fill school quotas with reservists who meet eligibility requirements.
- (3) Send advance copies of orders, amendments, and cancellations to TRACENs to allow management of school quotas.
- (4) Inform TRACENs ASAP when you learn of cancellations and provide qualified replacements if possible.

- 6. FORMS AVAILABILITY. Reserve Career Development Interview Form and Request for ADT Orders, CG-5529 may be procured from Supply Center Baltimore using SN 7530-01-GF3-2350, Unit of Issue U/I (FY).

**G. A. PENINGTON
CHIEF, OFFICE OF READINESS AND RESERVE**

- Encl: (1) ADT Course Schedule, Objectives, Eligibility Requirements, and Prerequisites
(2) Class "A" School Schedule
(3) CG Formal Training

ACTIVE DUTY FOR TRAINING COURSE SCHEDULE

1. Introduction. The Career Development Program (CDP) discussed in reference (a) is the primary vehicle used to identify and communicate training requirements and formal school needs for Reserve personnel. Districts (rst) have until 30 January 1994 to request formal school quotas for courses listed in this enclosure. Your close adherence to the CDP interview process will assist in providing an excellent ADT season for reservists. The convening dates for courses listed in this enclosure are for the most part held during the third/fourth quarters of FY94, the most opportune time for our reservists to schedule their formal training. A few courses have been scheduled during the first/second quarters of FY94. Every effort should be made to schedule ADT training other than during peak summer season to enable training centers to balance their teaching loads.
2. Quota Control. This enclosure contains courses available to members of the Coast Guard Reserve through the four Quota Control officers listed below. To obtain quotas, district commanders (r) are authorized direct liaison with the quota control officer of the TRACENS.

	Quota Control POC's	Phone
RTC Yorktown	ADT Coordinator Ms. Sandy Raven	FTS (804) 898-2336
TRACEN Petaluma	ADT Coordinator YN1 Ray Williamson	FTS (707) 765-7061
TRACEN Cape May (REBI ONLY)	SS1 P. M. Schunneman	FTS (609) 884-6970
COMDT (G-RST-1) RK Recruit Training "A", "C" and DoD Schools	LTJG Ivette Quarles	FTS (202) 267-0618

3. Reporting Instructions.
 - a. Pre-reporting Guides: CG TRACENS have printed, and distributed to all districts (rst), pre-reporting guides to answer many of the questions reservists may have regarding their stay at CG TRACENS. Districts (rst) shall ensure that each student is provided a pre- reporting guide prior to reporting to a CG TRACEN.

Encl. (1) to COMDTINST 1571.111

- b. Weight Standards: Reservists shall strictly adhere to the weight standards for Coast Guard personnel stated in COMDTINST 1020.8 (series). The commanding officer of CG TRACENs shall weigh those reservists whose appearance indicates they obviously are not within the standards and take action as appropriate in accordance with COMDTINST 1020.8 (series).
- c. Orders: Students must have the original and at least seven copies of their orders when reporting. Orders will normally be for 13 days; but if the first Monday or second Friday is a holiday, orders will normally be for 12 days. ROCI students however, always report for 14 days. Any other exceptions are noted in enclosure (1).
- d. Reporting Dates: The dates indicated in the schedule are class convening dates. Reporting dates are usually one day prior to CLCVN date. ROCI and REBI students report on Saturday. Other students normally report on Sunday; but if the first Monday is a holiday, Monday becomes the reporting day.
- e. RESTRACEN Yorktown: Students shall report to CG RESTRACEN Yorktown not later than 1800 hrs local time. ROCI students shall report not later than 2200 hrs local time.
- f. TRACEN Petaluma: All CG TRACEN Petaluma students arriving by air should use San Francisco Airport. Commercial transportation is available from San Francisco to the city of Petaluma. Then either the USCG TRACEN's liberty van or commercial transportation is available from there to the USCG training center, approximately 11 miles west of Petaluma. Arrival time at San Francisco should be prior to 2000 hrs on Sunday. This allows enough time to proceed and report to TRACEN Petaluma by 2400 hrs. Flight departure time should be after 1800 hrs on Graduation Friday. The only cab company available in Petaluma on Sundays is Rainbow Taxi Company, you may contact them at 762-8294. Cost from the town of Petaluma to the Training Center will run \$18-\$23. This item is not addressed in the base Welcome Aboard Package and should be included on the members' orders.
- g. TRACEN Cape May: REBI students who travel by air need to reserve flights that arrive at Philadelphia International Airport no later than 1700 hrs the Saturday before class begins. Transportation from the Philadelphia airport to TRACEN Cape May is provided by Lion Limousine at 1900 at no cost to the REBI student. Upon arriving, students should go to the U.S.O. Lounge, located in the Airport, Terminal D, on the ground (departure) level. Check in with the staff at the lounge and they will arrange your

transportation. If you drive, arrive at the Training Center no later than 2000 hrs on the Saturday of your reporting date. Several maps will be enclosed in your Pre-reporting Guide. Cape May is located at the southernmost point of New Jersey. The Garden State Parkway ends at Cape May. Proof of insurance, car registration, and Coast Guard identification are required to bring a vehicle aboard the Training Center. Whether you fly or drive, you should travel and report in civilian clothes.

ATTENDEES SHOULD NOT ORDER UNIFORMS PRIOR TO ATTENDING THE COURSE. UNIFORMS (SEABAG) ARE ISSUED AS PART OF THE COURSE. ANY UNIFORM ITEM TAILORED BEFORE ATTENDANCE AND DEEMED ILL-FITTING BY TRACEN CAPE MAY STAFF WILL NOT BE EXCHANGED AND MEMBERS WILL HAVE TO PURCHASE REPLACEMENTS UNIFORM ITEMS AT THEIR OWN EXPENSE.

- h. Please include the home phone number of all REBI attendees on their orders.

Encl. (1) to COMDTINST 1571.111

TABLE OF ADT COURSES - QUICK REFERENCE

4. <u>Officer and Officer/Enlisted Courses</u>	Page
a. COASTAL DEFENSE COMMAND AND CONTROL (CDCC)	1-5
b. COASTAL DEFENSE COMMAND AND STAFF (CDCS)	1-6
c. COASTAL DEFENSE DELIBERATE PLANNER (CDDP)	1-7
d. COASTAL DEFENSE EXERCISE PLANNER (CDXP)	1-8
e. EXPLOSIVE HANDLING SUPERVISOR (EHS)	1-9
f. MARINE SAFETY OFFICER ADT COURSE (OLD PSSO)	1-10
g. MARITIME SAR PLANNING (MAR-SAR)	1-11
h. MSO COMMANDING OFFICER'S COURSE (MSO CO)	1-12
i. RESERVE OFFICER CANDIDATE INDOCTRINATION (ROCI)	1-13
j. LEADERSHIP AND MANAGEMENT (LAM) (ROAD SHOW)	1-14
5. <u>Enlisted Courses</u>	
a. BOAT COXSWAIN for 41' UTB (CXN 41)	1-15
b. BOAT CREW MEMBER FOR 41' UTB (CREW 41)	1-16
c. CHIEF PETTY OFFICER (CPO) ACADEMY (RESERVE COURSE)	1-17
d. DAMAGE CONTROL ADVANCED (DC ADV)	1-18
e. ENGINEERING ADMINISTRATION (MK-1)	1-19
f. ELECTRICIANS MATE ADVANCED (EM ADV)	1-20
g. FUEL HANDLING EQUIPMENT/OILY-WATER SEPARATOR SYSTEM OPERATIONS & MAINTENANCE (MK-2)	1-21
h. HYDRAULIC SYSTEMS & EQUIPMENT AND OPERATIONS & MAINTENANCE (MK-6)	1-22
i. MARITIME LAW ENFORCEMENT BOARDING TEAM MEMBER (MLE-BTM)	1-23
j. OFFICER IN CHARGE (OINC)	1-24
k. REFRIGERATION AND AIR CONDITIONING (RAC-R)	1-25
l. RESERVE ENLISTED BASIC INDOCTRINATION (REBI)	1-26
m. SMALL ARMS INSTRUCTOR (SAI)	1-27
n. SMALL BOAT BASIC COXSWAIN FOR 44' MLB (CXN 44)	1-28
o. SMALL BOAT ENGINEER FOR 41' UTB (ENG 41)	1-29
p. STOREKEEPER BASIC (SK Basic)	1-30
q. YEOMAN RESERVE (YN Res)	1-31

COURSE OBJECTIVES, ELIGIBILITY REQUIREMENTS, PREREQUISITES AND CONVENING DATES

4. Officer and Officer/Enlisted Courses

a. **COASTAL DEFENSE COMMAND AND CONTROL (CDCC)**

Objectives: Provides training to senior officers at operational units (commander and deputy commander Coast Guard forces) and on Coast Guard and MDZ operations staff (G-3's or N-3's at Headquarters, areas/zones, and districts/sectors). Primary focus is on development of operations orders (OPORDER's). Supporting topics include OPLAN review, mission analysis, determination of operational capabilities and resource requirements, exercise development, and deliberate planning.

Eligibility: Reserve and active duty Coast Guard or Navy officers, 0-6 and 0-5, who are CCGF's, DCCGFS, or G-3/N-3 staff officers; reservists must hold mobilization orders to one of the above billets. Secret clearance is required.

Prerequisites: None.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	STUDENTS SELECTED BY
RESTRACEN YORKTOWN, VA	05 DAYS/TBD	06DEC93 25APR94	COMDT (G-RER)

NOTE: Submit CG-5529 to COMDT (G-RER) via district (r) and appropriate Area (Ap) or (Pp). COMDT (G-RER) will approve both active duty and Reserve quotas.

4.b. COASTAL DEFENSE COMMAND AND STAFF (CDCS)

Objectives: Provides staff officers at Coast Guard and MDZ commands experience in OPLAN development, exercise planning, and logistics planning.

Eligibility: Reserve and active duty Coast Guard officers, civilian employees, and Navy officers assigned readiness planning duties on Headquarters, areas/zones, and districts/sectors staffs involved in OPLAN development, exercise planning, development of planning factors, or logistics planning. Secret clearance is required.

Prerequisites: None.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	STUDENTS SELECTED BY
RESTRACEN YORKTOWN, VA	12 DAYS/TBD	28MAR94 12SEP94	COMDT (G-REP)

NOTE: Submit CG-5529 to COMDT (G-REP) via district (r) and appropriate Area (Ap) or (Pp). COMDT (G-REP) will approve both active duty and Reserve quotas.

4.c. **COASTAL DEFENSE DELIBERATE PLANNER, PORT LEVEL (CDDP)**

Objective: Provides training in the preparation of port level operations plans (OPLAN's) to support national security or emergency missions under both Coast Guard and Maritime Defense Zone (MDZ) administrative and operational control.

Eligibility: Reserve and active duty Coast Guard officers, civilian employees, and Navy officers assigned readiness planning duties at port level commands (CCGF or MDZ subsector) as full-time or collateral duty; planners from Navy operational command (such as mine warfare or mobile inshore undersea warfare units) who devote significant time assisting in the development of Coast Guard or MDZ port level OPLAN's; and district or MDZ sector staff readiness planners who are the points of contact level planners.

Prerequisites: Reserve officers should have experience in port operations or have attended the PSSO, PPSM, or equivalent active duty marine safety course. Secret attended the PSSO, PPSM, or equivalent active duty marine safety course. Secret clearance required.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	STUDENTS SELECTED BY
RESTRACEN YORKTOWN, VA	12 DAYS/TBD	25OCT93 20JUN94	COMDT (G-REP)

NOTE: Submit CG-5529 to COMDT (G-REP) via district (r) and appropriate Area (Ap) or (Pp). COMDT (G-REP) will approve both active duty and Reserve quotas.

4.d. COASTAL DEFENSE EXERCISE PLANNER, PORT LEVEL (CDXP)

Objectives: Provides training in the preparation of plans supporting various port level (CCGF or MDZ subsector) exercises, focusing particularly on field training exercises (FTX's). This course should be taken about one year prior to the start of major FTX.

Eligibility: Reserve and active duty Coast Guard officers, civilian employees, and Navy officers assigned readiness exercise planning duties at port level commands (CCGF or MDZ subsector) as full-time or collateral duty; planners from Navy operation commands (such as mine warfare or mobile inshore undersea warfare units) who devote significant time assisting in the development of Coast Guard or MDZ port level exercise plans; and district or MDZ sector staff readiness planners who are points of contact for port level planners.

Prerequisites: Reserve officers should have experience in port operations or have attended the PSSO, PPSM, or CDDP course. Secret clearance is required.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	STUDENTS SELECTED BY
RESTRACEN YORKTOWN, VA	12 DAYS/TBD	24JAN94 18JUL94	COMDT (G-RER)

NOTE: Submit CG-5529 to COMDT (G-RER) via district (r) and appropriate Area (Ap) or (Pp). COMDT (G-RER) will approve both active duty and Reserve quotas.

4.e. **EXPLOSIVE HANDLING SUPERVISOR (EHS)**

Objective: To provide advanced technical level skills and knowledge to personnel, assigned to EHS duties in the port operations departments at marine safety units. The course includes detailed instruction on compliance with federal regulations and International Maritime Organization Dangerous Goods Codes for the safe handling of commercial and military explosives including: break bulk and containerized hazardous materials; and military explosives. In addition, permit processing, compatibility of cargoes, vessel preload examinations including cargo gear examination and testing, supervision of cargo operations, and the requirements for proper blocking and of cargo. The course uses lectures and hands-on experience aboard and actual cargo vessel.

Eligibility: Personnel assigned to Explosive Handling Team (GAL30) mobilization force element and/or billets requiring the EA or EB qualification code or a 49 experience indicator. Active duty personnel involved in explosives transfer monitoring and whose attendance is recommended by the MSO/COTP.

Prerequisite: Completion of one of the following courses: PSSO, PS"A" or equivalent active duty marine safety course.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	STUDENTS SELECTED BY
RESTRACEN YORKTOWN, VA	12 DAYS/14	18OCT93 07MAR94 25APR94 12SEP94	COMDT (G-MP-3 via G-RST)

4.f. **MARINE SAFETY OFFICER ADT COURSE (MS 402 R) (OLD PSSO)**

Objective: This training prepares officers for entry level placement in the following force elements: Liaison Officer, Facility Inspection/Survey Team, and Port Safety/Security Boarding Team. This course is intended for reservists currently augmenting or assigned during mobilization to a Marine Safety Unit.

Eligibility: Any E-7 thru O-3 augmenting or holding a mobilization billet in the Port Safety and Security area. Those individuals above the rank of O-3 should obtain an endorsement from their gaining active duty command then submit training request through usual Reserve chain. (NOTE: No individuals below the rank of E-7 will attend.)

Prerequisite: All attendees are required to complete the initial indoctrination lesson plan series (IILPS) correspondence course or its revised equivalent before attending.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	STUDENTS SELECTED BY
RESTRACEN YORKTOWN, VA	12 DAYS/24	07FEB94 06JUN94	DISTRICT (rst)

4.g. **MARITIME SAR PLANNING (MAR-SAR)**

Objective: To provide training in oceanic and coastal search planning techniques, and in the performance of duty as SAR Mission Coordinator (SMC). Instruction parallels the sequential stages and supporting components of the SAR system as organized by the National SAR Manual. The following topics are covered: the SAR System, Awareness and Initial Action Stages, Marine Plotting and Navigation, Total Water Current, Leeway, Datum Determination, SAR Mission Communications, Emergency Signals and SARSAT, Inland SAR Organization and Facilities, Search Area and Patterns, Emergency Care and Rescue Delivery Planning, Effort Allocation, On Scene Commander Duties, SAR Public Information, Legal Aspects of SAR, Mission Conclusion Stage, Risk Management, and SMC Simulation Exercises.

Eligibility: Officer and enlisted personnel assigned to duty as controller or assistant controller at Rescue Coordination Centers (RCCs) or Group Operations Centers (OPCENs).

Prerequisites: Requires previous experience in SAR operations, and proficiency in marine plotting and navigation, and mathematics, including geometry and algebra. Passing a screening test in these subjects is required in order to remain in the course of instruction.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES		STUDENTS SELECTED BY
RESTRACEN YORKTOWN, VA	19 DAYS/1	29NOV93	31JAN94	COMDT (G-RST)
		07MAR94	11APR94	
		09MAY94	13JUN94	
		01AUG94	12SEP94	

4.h. **MSO COMMANDING OFFICER'S CONFERENCE (MSO CO)**

Objective: To provide active duty marine safety commanding officer's and their Reserve unit and group (augmenting) counterparts with the opportunity to develop currency in common program operational and training objectives as well as to exchange information on effective problem-solving strategies.

Eligibility: Active duty marine safety commanding officers and their Reserve unit or group counterparts. Priority will be given to those Reserve officers who can attend with their active duty counterparts. Letter endorsement from active duty counterpart required.

Prerequisites: None.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	STUDENTS SELECTED BY
RESTRACEN YORKTOWN, VA	05 DAYS/TBD	CX (BUDGET CUTS)	COMDT (G-MP-3 via G-RST)

4.i. **RESERVE OFFICER CANDIDATE INDOCTRINATION (ROCI)**

Objective: To provide basic indoctrination for officer candidates selected for commissions in the Inactive Duty Selected Reserve. The course covers: MARDEZ, radio procedures, operating platforms, SAR planning, Coast Guard missions areas, command and control, pistol and rifle training, mobilization exercises, the mobilization system, operation plans, enlisted ratings, correspondence, directives, Reserve administration, OER's, the Reserve promotion system, officer experience indicators, customs and courtesies, inspections, physical fitness, and the leadership and management skills described in the ensign OER.

Eligibility: Candidates selected for commissions in the Selected Reserve.

Prerequisite: None.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	STUDENTS SELECTED BY
RESTRACEN YORKTOWN, VA	13 DAYS/30	ON HOLD UNTIL FURTHER NOTICE	District (rst)

4.j. **LEADERSHIP & MANAGEMENT (LAM) ROAD SHOW**

Objective: Combined AD and Reserve road show. To train personnel in current management techniques designed to enhance their effectiveness as leaders. To train in supervisory skills such as communicating for understanding, transforming a group an effective team, and exerting a positive influence over others.

Eligibility: E-6 to 0-5 serving in a supervisory position.

Prerequisite: None.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	STUDENTS SELECTED BY
	05 DAYS/2		District (rst)
Charleston, SC		25OCT93 & 01NOV93	
San Diego, CA		29NOV93	
Puerto Rico		24JAN94 & 31JAN94	
Cape May, NJ		24JAN94 & 31JAN94	
Baltimore, MD		28FEB94 & 7MAR94	
St Louis, MO		28FEB94 & 07MAR94	
Portland, OR		28MAR94 & 04APR94	
MARSEC		28MAR94 & 04APR94	
Elizabeth City, NC		18APR94	
Sacramento, CA		18APR94	
New London, CT		09MAY94 & 16MAY94	
Cleveland, OH		09MAY94 & 16MAY94	
Honolulu, HI		06JUN94 & 13JUN94	
Juneau, AK		06JUN94 & 13JUN94	
New York, NY		11JUL94 & 18JUL94	
Seattle, WA		11JUL94 & 18JUL94	
Oklahoma City, OK		25JUL94	
Portsmouth, VA		08AUG94 & 15AUG94	
Houston, TX		08AUG94 & 15AUG94	
Alexandria, VA		12SEP94 & 19SEP94	
Tampa/St Petersburg, FL		12SEP94 & 19SEP94	

5. Enlisted Coursesa. **BOAT COXSWAIN for 41' UTB (CXN 41)**

Objective: To provide advanced training towards qualification as a Small Boat Coxswain on the 41' UTB as outlined in the Small Boat Coxswain Qualification Guide (COMDTINST M16144.11 VOL II). Extensive day and night underway training will be conducted in the environment UTBs were designed to operate. The curriculum exposes the students to approximately 80% of the coxswain qualification requirements. This is again a one-phase course.

Eligibility: BM's augmenting a small boat station. Priority will be given to BM's who also have mobilization orders to a Small Boat Force Element (QAG 21/QAG 22). Requests for attendance by ratings other than BM will be forwarded to G-RST-1 for quota assignment.

Prerequisites: Must be a qualified 41' UTB crewman. Must be current in Rules of the Road. Districts (rst) must endorse orders indicating that member is crew member qualified for a 41' UTB IAW COMDTINST M16114.11 VOL II. Endorsement should also indicate mobilization force element to which member is assigned.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	STUDENTS SELECTED BY
RESTRACEN YORKTOWN VA	12 DAYS/08 /20	O6JUN94 08AUG94	District (rst)

5.b. BOAT CREWMEMBER FOR 41' UTB (CREW 41)

Objective: To provide training towards qualification as a Boat Crewman on the 41' UTB as outlined in the Boat Crew Qualification Guide (COMDTINST M16114.10 VOL I).

Eligibility: Priority will be given to BM's, MK's, PS's augmenting Boat Units, with first consideration being given to those members who also have mobilization or augmentation assignments to a Small Boat force element (QAG 21/22) or a 41' UTB augmentation site. This course is not for recent graduates of BM "A" school (previous 3 years).

Prerequisites: Districts (rst) endorsements must include a statement that the member is actively augmenting at a 41' UTB equipped unit. Successful completion within the last six months of task BCM-01-01-ANY from the boat crewman qualification guide, COMDTINST M16114.10 VOL I, is required. STUDENTS MUST BRING A SIGNED COPY OF THIS TASK COMPLETION WHEN REPORTING TO SCHOOL.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	STUDENTS SELECTED BY
RESTRACEN	12 DAYS/08	25APR94	District (rst)
YORKTOWN VA	/12	23MAY94 06JUN94	

NOTE: Members selected to attend this course are encouraged to actively prepare so that maximum value can be achieved. At a minimum, the UTB operator's handbook, COMDTINST M16114.2 (Series) and the Boat Crew Seamanship Manual, COMDTINST M16114.5 (Series) should be reviewed.

5.c. **CHIEF PETTY OFFICER (CPO) ACADEMY (RESERVE COURSE)**

Objective: Provides senior petty officers with a thorough understanding of their role as leaders, managers, advisors, and educators. Instruction is provided in areas of work-life, wellness, human resource management, oral and written communication information, human relations, military customs and courtesies.

Eligibility: Reserve Coast Guard Chief Petty Officers (E-7) and Senior Chief Petty Officers (E-8). However, priority will be given to those E-8's who will be competing in servicewides for E-9 commencing with the October 1994 servicewide exam. Application procedures to attend the CPO Academy (Reserve Course) are listed in COMDTINST 1500.22 (series).

Prerequisites: Selected senior enlistees must complete all nonresident course requirements and the MRN CPO (E-7) course, Edition 0456-2 or 3.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	STUDENTS SELECTED BY
TRACEN PETALUMA, CA	13 DAYS/30	04DEC93 20AUG94	COMDT (G-R-CEA/ PANEL)

5.d. **DAMAGE CONTROL ADVANCED**

Objective: To provide refresher training to Reserve DC's in areas not normally available to during IDT and ADT. The course provides practical instruction in ship-board damage control procedures (firefighting, flooding, communications); Chemical, Biological, and Radiological (CBR) procedures, anchoring, and administration Some hands on training in carpentry and plumbing is also presented.

Eligibility: DC2's - DCC's. DC'3 who did not attend DC "A" School.

Prerequisites: None.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	STUDENTS SELECTED BY
RESTRACEN YORKTOWN VA	12 DAYS/20	06JUN94	District (rst)

NOTE: Trainees must report with work uniform and steel-toed shoes for hands-on training.

5.e. **ENGINEERING ADMINISTRATION (MK-1)**

Objective: Advanced training in the administration and management of a cutter's engineering department including records, reports, plans, publications, files, CLAMS, SICP, PMS, shipyard availability, drydockings, and leadership.

Eligibility: Warrant officers (ENG's), and enlisted MK personnel E-5 through E-9. Field experience. Personnel assigned to groups, shore stations, on cutters and boats.

Prerequisites: None.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	STUDENTS SELECTED BY
RESTRACEN YORKTOWN, VA	12 DAYS/4	28MAR94 23MAY94 06JUN94	District (rst)

NOTE: Work uniforms and steel-toed safety shoes required in addition to seasonal dress uniform.

5.f. **ELECTRICIANS MATE ADVANCED (EM ADV)**

Objective: To teach students advanced EM rating skills. This course focuses on skills needed to operate and troubleshoot electrical equipment used on Coast Guard cutters, boats, and stations. Included are use of standard Coast Guard equipment, how to analyze AC and DC circuits, practical exercises in troubleshooting motor controllers and auxiliary electrical equipment, and identification of logic system fundamentals.

Eligibility: EM2's or EM1's. EMC's or above for refresher training.

Prerequisite: None.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	STUDENTS SELECTED BY
RESTRACEN YORKTOWN, VA	12 DAYS/20	ON HOLD UNTIL FURTHER NOTICE	District (rst)

5.g. **FUEL HANDLING EQUIPMENT/OILY-WATER SEPARATOR SYSTEM OPERATIONS AND MAINTENANCE (MK-2)**

Objective: Training for petty officers assigned in the operation and maintenance of oily water separator and fuel handling equipment. The student will receive practical training in maintenance, adjustment and operation of the 5, 10, 20, and 100 GPM oily water separator units and fuel testing equipment.

Eligibility: MK's E-4 (with 6 months field experience) through E-9, and officers assigned to engineering duty.

Prerequisite: None.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	STUDENTS SELECTED BY
RESTRACEN YORKTOWN, VA	01 WK/1	25APR94 06JUN94 01AUG94	District (rst)

NOTE: Work uniforms and steel-toed safety shoes required in addition to seasonal dress uniform.

5.h. **HYDRAULIC SYSTEMS AND EQUIPMENT AND OPERATIONS AND MAINTENANCE (MK-6)**

Objective: Review of hydraulic principles, components and circuitry, operations and maintenance of hydraulically operated tools, machinery, and systems.

Eligibility: MK's E-5 (with 6 months field experience) through E-9.

Prerequisites: None.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	STUDENTS SELECTED BY
RESTRACEN YORKTOWN, VA	12 DAYS/3 28FEB94 09MAY94 20JUN94 25JUL94	11APR94	District (rst)

NOTE: Work uniforms and steel-toed safety shoes required in addition to seasonal dress uniform.

5.i. **MARITIME LAW ENFORCEMENT BOARDING TEAM MEMBER (MLE-BTM)**

Objective: This course trains reservists in the skills needed to perform as a MLE boarding team member. Topics to be covered are: documentation authority and jurisdiction, search and seizure procedures, arrests and prisoner control, proper of narcotics identification kit, Commandant's use of force policy, defensive tactics (unarmed defense, handcuffing, impact weapon, Curb 60), and boarding procedures and techniques.

Eligibility: E-4 and above augmenting active units engaged in law enforcement. Priority will be given to members who hold port security mobilization orders.

Prerequisite: Must be currently small arms qualified and certified.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES		STUDENTS SELECTED BY
TRACEN PETALUMA CA	12 DAYS/04	29NOV93	24JAN94	COMDT (G-RST)
		07FEB94	28FEB94	
		14MAR94	04APR94	
		18APR94	02MAY94	
		16MAY94	06JUN94	
		20JUN94	18JUL94	
		01AUG94	15AUG94	
		12SEP94		

5.j. **OFFICER IN CHARGE (OINC)**

Objective: Prepare senior petty officers for duty at small operating units. Areas of emphasis include station concept of operations, military justice, budgeting and finance, unit training programs, engineering administration, commissary administration and performance management.

Eligibility: Enlisted BM1s and BMCs who are actively augmenting CG stations in a station billet which directly supports a Command and Control operation. Members desiring this course must submit a letter stating qualifications and need to attend to Commandant (G-RST-1). Active duty command endorsement of letter is required. Other ratings may apply if training is required for augmentation.

Prerequisites: None.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	STUDENTS SELECTED BY
TRACEN PETALUMA CA	10 DAYS/02	03JAN94 21MAR94 06JUN94 01AUG94	COMDT (G-RST)

5.k. **REFRIGERATION AND AIR CONDITIONING (RAC-R)**

Objective: To train engineering petty officers to operate and maintain refrigeration and air conditioning equipment used on Coast Guard cutters, boats, and stations. Training focuses on the fundamentals of refrigerations systems with practical the in the operation and maintenance of various refrigeration and air conditioning equipment.

Eligibility: MK's E-5 through E-9 with mobilization orders to a Engineering Support Team or to an Afloat billet.

Prerequisites: None.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	STUDENTS SELECTED BY
RESTRACEN YORKTOWN, VA	12 DAYS/20	06JUN94	District (rst)

NOTE: Work uniforms and steel-toed safety shoes required in addition to seasonal dress uniform.

5.1. RESERVE ENLISTED BASIC INDOCTRINATION (REBI)

Objective: To provide basic indoctrination for reservists with no prior military experience who were enlisted as direct petty officers. The course covers: roles and missions of the Coast Guard, military justice, basic seamanship, customs and courtesies, pistol and rifle training, radio procedures, survival swimming, military drill, CPR, watch standing, and career information.

Eligibility: All direct petty officers (RX) must attend within one year of enlistment.

Prerequisite: None.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	STUDENTS SELECTED BY
TRACEN CAPE MAY, NJ	02 WKS	ON HOLD UNTIL FURTHER NOTICE	District (rst)

NOTE: ATTENDEES ARE NOT TO ORDER UNIFORMS PRIOR TO ATTENDING THE COURSE. UNIFORMS (SEABAG) ARE ISSUED AS PART OF THE COURSE. ANY UNIFORM ITEM TAILORED BEFORE ATTENDANCE AND DEEMED ILL- FITTING BY TRACEN CAPE MAY STAFF WILL NOT BE EXCHANGED AND MEMBERS WILL HAVE TO PURCHASE REPLACEMENTS UNIFORM ITEMS AT THEIR OWN EXPENSE.

5.m. **SMALL ARMS INSTRUCTOR (SAI)**

Objective: To train personnel in the basic skills needed to act as independent small arms instructors and to establish standardized small arms training programs per the Small Arms Manual (COMDTINST M8370.11 series)

Eligibility: E-5 to E-9 (E-4 to E-9 for GM's).

Prerequisites: Member qualification on "Judgemental Course". Member must also be qualified as a sharpshooter on the Coast Guard Basic Pistol Marksmanship Course (CGBPMC) and the M-16 qualification course; and qualified on the Practical Pistol (PP and Riot Shotgun Course (RSC). All qualifications must have been earned within six months of class convening date including CGBOMCP and M-16 qualification level. Endorsement on orders satisfies documentation requirements. Qualifications and dates obtained must be listed in remarks section of Reserve Orders and Pay Voucher (CG-4436B).

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	STUDENTS SELECTED BY
RESTRACEN YORKTOWN, VA	19 DAYS/TBD	04OCT93 18JAN94 21MAR94 09MAY94 05JUL94 08AUG94	District (re)

NOTE: Obtain SAI quotas from your district Commander (re). Work uniform and steel-toed shoes required.

5.n. SMALL BOAT BASIC COXSWAIN CRSE FOR 44' MLB (CXN 44)

Objective: To provide advanced training towards qualification as a Small Boat Coxswain on the 44' MLB as outlined in the Small Boat Coxswain Qualification Guide (COMDTINST M16114.11 VOL II). Extensive underway training will be provided resulting in the completion of approximately 80% of the coxswain qualification requirements.

Eligibility: BM's (E4-E9) augmenting a small boat station. Priority will be given to BM's who also have mobilization orders to a Small Boat Force Element (QAG 21/QAG 22). Requests for attendance by ratings other than BM will be forwarded to G-RST-1 assignment.

Prerequisites: Must be a qualified 44' MLB crewman. Must be current in Rules of the Road and review their boat crewmen manual. Divisions 1-3 qualification guide for CXN should be completed prior to attendance. An exam to determine knowledge be administered on first day of class. Districts (rst) must endorse orders that member is crew member qualified for a 44' MLB IAW COMDTINST M16114.11 VOL II. Endorsement should also indicate mobilization force element member assigned.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES		STUDENTS SELECTED BY
CAPE DISAP- POINTMENT ILWACO, WA	02 WKS/02	22NOV93 02MAY94 13JUN94	28MAR94 23MAY94 05SEP94	COMDT (G-RST)

NOTE: This is not a heavy weather or surfman's course. This course is designed to help reservists become qualified coxswains.

5.o. **SMALL BOAT ENGINEER FOR 41' UTB (ENG41)**

Objective: To provide training towards qualification as a Small Boat Engineer on the 41' MLB as outlined in the Small Boat Coxswain Qualification Guide (COMDTINST M16114.6).

Eligibility: Priority will be given to MK's E-3 through E-6 augmenting Small Boat Units, with first consideration being given to those members who also have mobilization orders to a Small Boat force element (QAG21/QAG22).

Prerequisites: Must be actively augmenting at a 41' UTB equipped unit and qualified as a small boat crewman. District endorsement must include statement that member is actively augmenting 41' UTB unit and the force element member assigned.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	STUDENTS SELECTED BY
RESTRACEN YORKTOWN VA	12 DAYS/20	20JUN94	District (rst)

NOTE: Work uniforms and steel-toed safety shoes required in addition to seasonal dress uniform.

5.p. **STOREKEEPER BASIC (SK Basic)**

Objective: To introduce reservists who have had no prior SK training in the rating. The curriculum centers on SK3 advancement requirements in the Enlisted Qualifications Manual. The course scope includes: office procedures, word processing, supply support, travel, fiscal procedures, property management, and uniform procurement and tailoring.

Eligibility: E-3 personnel striking for the SK rating and SK's new to the SK rating.

Prerequisite: Ability to type at least 10 words/minute. Complete Correspondence Workbook supplied by Training Center Petaluma prior to reporting to SK Basic. Instruction on workbook will be supplied by TRACEN Petaluma.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	STUDENTS SELECTED BY
TRACEN PETALUMA, CA	02 WKS/20	20JUN94	District (rst)

5.q. **YEOMAN RESERVE (YN Reserve)**

Objective: To give Reserve Yeoman training in office procedures for both Administration offices and Personnel Reporting Units. The course will cover skills to aid personnel to accomplish their jobs at the unit level as well as skills required in the event of mobilization. The course objectives are: Document Designer Operations, Coast Guard correspondence and publications use, JUMPS Workshop, Marriage Documentation, Leave Authorizations and PCS departing/reporting.

Eligibility: YN personnel E-4 through E-6.

Prerequisite: Ability to type at least 30 words per minute. Complete Correspondence Workbook supplied by Training Center Petaluma prior to reporting to YN Reserve. Instruction on workbook will be supplied by TRACEN Petaluma.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	STUDENTS SELECTED BY
TRACEN PETALUMA, CA	02 WKS/24	11JUL94 25JUL94	District (rst)

CLASS "A" SCHOOL SCHEDULE

1. Introduction. The objective of basic petty officer (Class "A") courses is to meet training requirements at the specialty-entry level. The course curriculums are based solely on E-4 performance qualifications for the specific rating and are contained in the Enlisted Qualifications Manual, COMDTINST M1414.8 (series).
2. Quota Control. All Reserve non-rates are eligible. Priority will be given to RK Phase II IADT personnel. RYs and E-3 RKs, who previously performed Phase II as OJT, may apply but will be given a lower priority.
3. Reporting Instructions. Reservists are required to bring a full sea bag to all Class "A" schools. Members must bring a copy of page 7 entry if all items were not issued at initial issue. Sea bag inspections are normally performed upon member reporting aboard most "A" schools. All items are checked against a check-off list.
4. Requests. Requests for school should be submitted for all reservists requesting "A" schools.

BM "A" (BOATSWAIN'S MATE)

Prerequisites: VE+AR=101; Normal Color Perception; Normal Hearing.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	QUOTA MGR
RESTRACEN YORKTOWN, VA	7 WEEKS/20	20JUN94	COMDT G-RST

GM "A" (GUNNER'S MATE)

Prerequisites: AR+MK+EI+GL=208; Normal Color Perception. SECRET Clearance.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	QUOTA MGR
RESTRACEN YORKTOWN, VA	9 WEEKS/5	20JUN94	COMDT G-RST

Encl. (2) to COMDTINST 1571.11I

HS "A" (HEALTH SERVICES TECHNICIAN)

Prerequisites: VE+MK+GS=154; Normal Color Perception.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	QUOTA MGR
TRACEN PETALUMA, CA	16 WEEKS/04	12JUN94	COMDT G-RST

MK "A" (MACHINERY TECHNICIAN)

Prerequisites: AR+MC+AS=150 or VE+AR=106.

NOTE: Steel toed boots are required for this school.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	QUOTA MGR
RESTRACEN YORKTOWN, VA	11.6 WEEKS/07	06JUN94	COMDT G-RST

PS "A" (PORT SECURITYMAN)

Prerequisites: VE+AR=101. Normal Color Perception. Secret Clearance.

NOTE: Full Sea Bag including gym gear, sneakers, bravo jacket and organizational ball caps.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	QUOTA MGR
RESTRACEN YORKTOWN, VA	9 WEEKS/16	27JUN94	COMDT G-RST

QM "A" (QUARTERMASTER)

Prerequisites: VE+AR=110; NO+CS=101; Minimum AR=55; INTERIM **SECRET** okay.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	QUOTA MGR
RESTRACEN YORKTOWN, VA	8 WEEKS/07 3 Xtra wks if augment 180'	27JUN94	COMDT G-RST

SS "A" (SUBSISTENCE SPECIALIST)

Prerequisites: VE+AR=106. Cleanliness.

LOCATION	DURATION/RESERVE QUOTAS PER CLASS	CLCVN DATES	QUOTA MGR
TRACEN PETALUMA, CA	13 WEEKS/03	30MAY94	COMDT G-RST

YN "A" (YEOMAN)

Prerequisites: VE+AR=106 & NO+CS=101; **SECRET** Clearance.

DURATION/RESERVE LOCATION	QUOTAS PER CLASS	CLCVN DATES	QUOTA MGR
TRACEN PETALUMA, CA	9 WEEKS/05	16MAY94	COMDT G-RST

QUOTAS FOR OTHER CLASS "A" SCHOOLS ARE AVAILABLE. HOWEVER, CLCVN DATES DO NOT FALL IN THE USUAL RESERVE TIMEFRAME (SUMMER MONTHS) AND WILL REQUIRE SOME ADJUSTMENTS ON THE RESERVISTS' PART TO ATTEND. REFERENCE (A) LISTS ADDITIONAL CLASS "A" SCHOOLS. QUOTA REQUESTS SHOULD BE SENT TO COMMANDANT (G-RST-1).

1. Coast Guard Formal Training.

- a. COMDTINST 1540.6 (series) contains the Coast Guard Active Duty Formal Training Schedule. This schedule contains those Class "C" courses defined by Headquarters program managers as essential or directly related to mission accomplishment or achievement of program objectives.
- b. COMDTINST M1500.10 (series) contains Class "C" course descriptions, locations, etc., for the majority of courses available each year. Quotas for these courses can be obtained through Commandant (G-RST-1).
- c. Coast Guard Class "C" courses listed in COMDTINST 1540.6 (Series) FY94 Coast Guard formal training schedule will be requested as follows:
 - (1) Reservists requesting training will submit form CG-5529 to Commandant (G-RST-1) via district (rst). Include mobilization assignment, augmentation assignment, and why the requested training is required.
 - (2) District (rst)s will ensure CG-5529s are properly filled out and prioritize requests.
- d. Commandant (G-RST-1) will select and direct quotas to courses. Commandant (G-RST-1) will notify district (rst) directly of approval/disapproval of requests.

2. Other Formal Training. District commanders (r) are authorized to use other established military or civilian courses when, in their judgment, the course would provide desired training for the individual reservist. Commandant (G-RST) will provide assistance if requested.

3. External Evaluation. CG RESTRACEN Yorktown and TRACEN Petaluma will conduct external evaluations of their Reserve ADT courses. Evaluation surveys will be mailed to course graduates and their Coast Guard supervisors 6 to 12 months from the course completion date. The surveys measure levels of performance on the job, skill deterioration, task criticality and task difficulty. The TRACENs will use evaluation data to promote needed changes in the courses, improve training procedures, techniques, strategies, approaches, and identify other needed requirements. The usefulness of the evaluation data is dependent on how well reservists respond. Poor response rate weakens the validity of the survey data. Reservists are encouraged to complete the surveys and return them to the training centers within the requested time frame. Reservists can improve the quality of their training through this process.